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Complete Catalogue

Describing the Courses, Methods,
Equipment and Facilities of

Willis College

Ottawa, Ontario



and how it trains a host of young
people every year for

Success in Life

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Willis College

E. J. Willis, Principal

Ottawa, - Ontario

OBJECT.

It is the object and business of Willis College to furnish its patrons with a thorough and practical education for commercial life, such as will enable them to meet the requirements of present day conditions in the business arena.

SESSIONS.

The College is in session the year round during the day time on week days, except Saturdays, legal holidays and Christmas week, and, instruction being individual, students are admitted on any school day in the year. The Night School is open from about the middle of September until the first of May on Monday, Wednesday and Friday evenings.

HOURS OF STUDY.

The hours of study are from 9 a.m. to 12, and from 1.30 p.m. to 4, week days except Saturday. In the Night School the hours are from 7.30 to 9.30.

OFFICE HOURS.

The College Office is open from 8.40 a.m. to 12, and from 1.10 p.m. to 5, week days except Saturday afternoon. On the evenings Night School is in session, the office is open from 7.10 to 9.30.

COURSES OF STUDY.

The courses of study and subjects taught will be found outlined on pages 14 and 15, with full description on pages 16 to 22.

RATES OF TUITION.

The rates of tuition and cost of books will be found on the inserted page at the back of this Catalogue.

Canada's Premier College

The long unbroken record of Willis College as a leader in business education is the result of sound, capable business management and a settled policy of engaging thoroughly competent teachers, furnishing superior facilities, doing the best possible work, giving every patron a square deal and all assistance required to enable students to accomplish the greatest possible measure of success.

The courses of study are planned to give a thorough grounding, a practical training, mental discipline and general business information. The College publishes several text books, which present the subjects treated in a new and practical manner, enabling us to produce better results than could be obtained from other works on these subjects. The teaching staff is composed of men and women strong in moral force and fitted for the work by special training and practical experience. The equipment of the College throughout is of a character that has set a new standard among colleges.

Throughout Canada and in many parts of the United States Willis graduates and ex-pupils are holding positions of trust and profit and building successful careers upon the foundation laid in "Canada's Premier College."

Looking forward, as you undoubtedly are, to a successful career in the commercial field, you are, of course, desirous of attending the institution that can give you the course of instruction best calculated to prepare you for success.

It is the object of this Catalogue to show you just what Willis College is, and what it can do for you.

The College Home

Willis College occupies the entire second floor of the splendid building shown herewith and known as Bank Street Chambers. It is located in the heart of the city's business activity, and possesses the up-to-date features that go to make an ideal home for a business training school. An electric elevator is one of its conveniences.

The College apartments have been pronounced the finest used for school purposes in Canada. The class rooms and offices are elegantly furnished and equipped with the very best appliances.



Bank Street Chambers, Cor. Bank and Albert Sts.

are commodious, well ventilated, lighted at night by electricity, heated by steam, and cooled in summer by a modern system of electric fans.

It is entirely fitting that Canada's Premier College should be housed in a building in keeping with its excellent equipment. With such an equipment, such refined and pleasant surroundings, and the splendid educational results obtained, it is not to be wondered at that Willis College is patronized by the intelligent and discriminating people who appreciate the very best.

Willis College Faculty

Only thoroughly competent teachers can produce superior results, and we believe that Willis College provides what is in many respects the strongest teaching force engaged in college work today.

The Principal enjoys a wide reputation as a successful school manager and efficient instructor, as is evidenced by the number of applications he receives from business colleges in Canada and the United States for Willis-trained commercial teachers. Having had a successful experience in both expert accounting and short-



S. T. Willis, Principal

hand reporting, as well as in business management, he brings to his work, in the laying out of courses, supervision of instruction and school management, that special all-round fitness so essential to the successful management of a large and influential business training school.

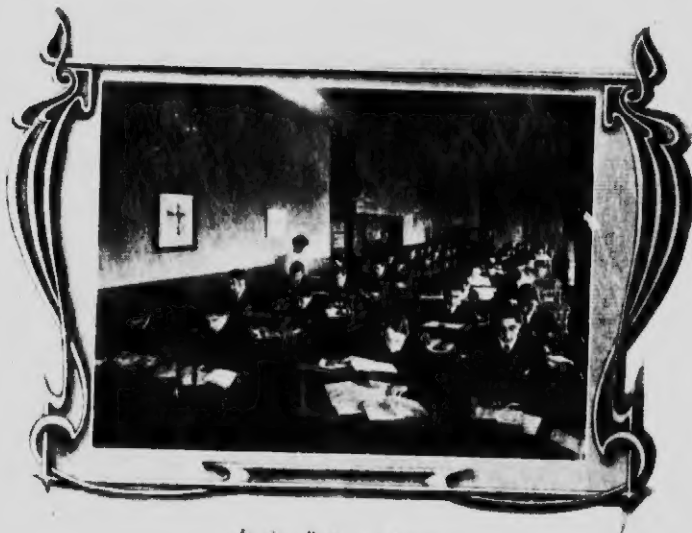
All of his assistants possess to an exceptional degree the ability to impart their knowledge to others, take a personal interest in the progress and welfare of the students, and are in full sympathy with the Principal in his determination to maintain the highest standard of efficiency.

Business Department

Willis students enjoy the pronounced advantages possible in a large institution. Here specialization is brought to its highest point. The latest and best systems are in use, and because it is a large, prosperous institution, the very best teachers can be secured for its teaching staff.

Willis College is in reality a combination of two schools. Either the Business Department or the Shorthand Department is as large as the ordinary business college. Our Business Department comprises a suite of three rooms equipped with the very latest and best in furnishings and facilities.

The Junior Business room is an exceptionally fine one, lighted from three sides by twelve large windows. Visitors invariably pronounce it the finest classroom they have seen.

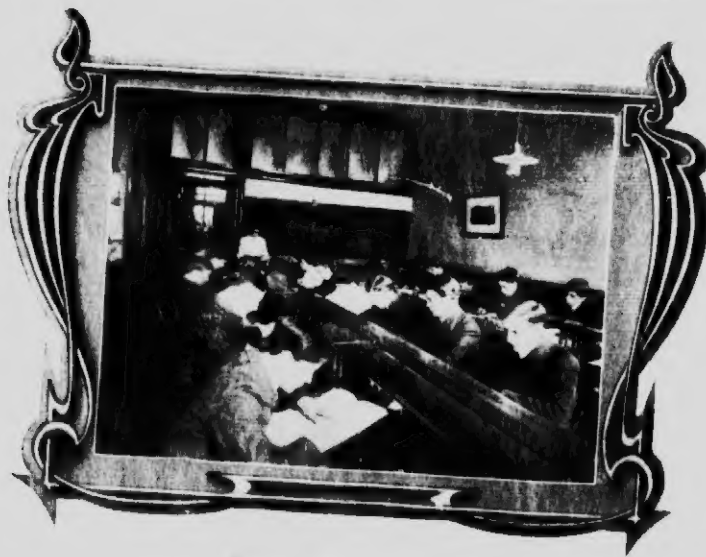


Junior Business Room

Business Department—Continued

In this room the students of the Junior and Intermediate grades of the Business Course are taught. In the rear of the room is the College Bank, with which they do business as with a regularly chartered bank. The students' desks are of a design especially suited to our work, and are nicely finished.

In the Senior Business room the students who have reached the advanced or senior grade are taught. Here they receive special drills in advanced work in all of the subjects of the Business Course and become familiar with the latest features in office systems and accounting. In this room the methods and practices employed in the accounting departments of large representative business concerns are illustrated, giving students a splendid insight into the work of modern commercial establish-

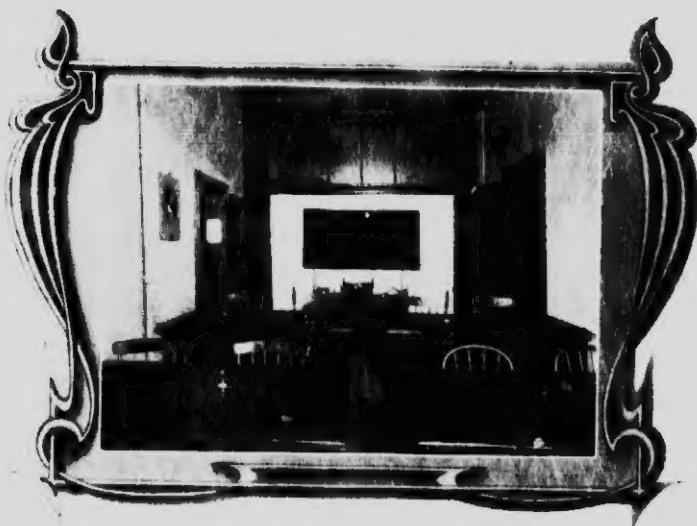


Senior Business Room

Business Department—Continued

ments, and enabling them to undertake classes of work that business men otherwise would have to teach beginners in their offices.

In the third room of this department you will find the students who are taking the Special Combined Course. This course is growing rapidly in popularity, as it prepares students to undertake the all round work required in many offices. In this room the daily time table is arranged to suit the requirements of this special course, which includes a thorough and practical drill in the foundation principles of bookkeeping and business practice, in addition to the subjects of shorthand, typewriting, penmanship, correspondence, spelling and rapid calculation.

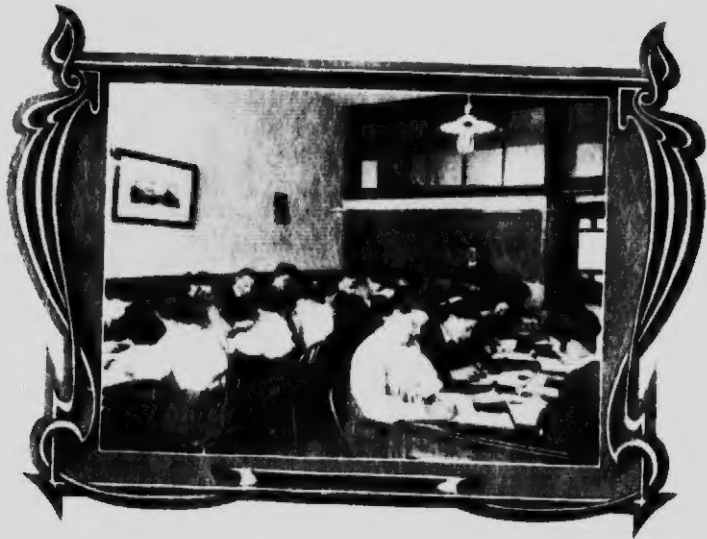


Special Combined Course Room

Shorthand Department

In point of attendance and school room facilities our Shorthand Department is a full-fledged college in itself. It comprises six beautiful rooms equipped with the best furniture and appliances for the purpose.

In Willis College you do not find the entire attendance being taught in the same room, as is the case in some colleges, much to the inconvenience and disadvantage of their students. You will notice that Willis College is a properly graded one, a sufficient number of rooms being provided in which to classify the students. Each teacher has charge of a limited number of students of the same grade, so that their progress can be closely watched and



Shorthand Room No. 1

Shorthand Department—Continued

their peculiarities and difficulties carefully considered, and the instruction adapted to their special needs.

For our "Students' Model Office Practice" there is a complete equipment of latest model typewriting machines and other office appliances, in the use of which the advanced shorthand students get practical experience. All kinds of office and business forms are made out by the students, and a thorough knowledge acquired of correspondence filing systems, card index systems, and other modern office methods. Willis College is the first and only college in this part of Canada to devise, install, and operate a practical office system of this sort, and we doubt whether another college anywhere has yet attempted anything so complete and efficient. A manager for one of the largest typewriter companies in the United States, to whom we showed our office practice system on the occasion of his visit to the College, said: "This is



Shorthand Room No. 2

Shorthand Department Continued

the only business college I have seen that conducts such a system. I had no idea that any college had such a system, or that so practical and complete a system could be operated in a school."

The General Manager of another large United States typewriter company, who recently made a tour of the business colleges, in a letter written upon his return to his home city, said: "I have now gone through a good portion of Canada and am still of the opinion, expressed while in your school, that it is well named the Premier School of Canada." Opinions, such as these typewriter managers have expressed, show that Willis College really stands in a class by itself, which accounts for the fact that our graduates tower head and shoulders above their competitors in securing and holding the best positions.



Shorthand Room No. 3

Shorthand Department—Continued

Two rooms of which we are particularly proud, are the Typewriting rooms. They are equipped with typewriters of the latest models, not old rattle-trap machines such as some schools consider "good enough for practice," but first-class typewriters kept in excellent working order. When a machine begins to show the result of wear, we replace it with a new one. Of course this is an expensive policy for the College, but it enables us to train students to do neat, clean, beautiful work that they can take pride in. This is an example of the Willis policy throughout the College. As we are determined to do high grade work that will prepare our students for the highest and best service for which their talents fit them, nothing is allowed to stand in the way of securing the facilities that will enable us to do it.

Worth while, is it not, to attend a high class institution that can prepare you for the greatest possible measure of success?



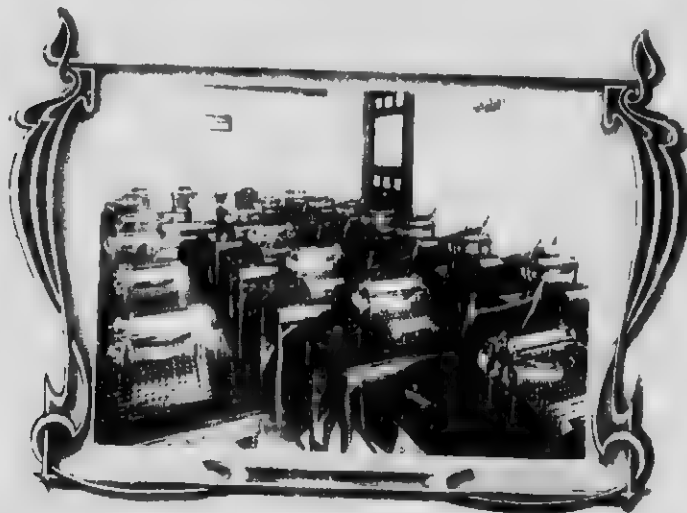
Shorthand Room No. 4

Management Offices

The Management Offices are supplied with every facility and convenience for systematically conducting the business of a large institution.

In his private office, the Principal, when not lecturing or supervising work in the classrooms, looks after the records and attendance of the students, and keeps thoroughly in touch with the work of each department by means of statements and reports. He can tell just where every student is studying and the nature of his progress. Parents are notified of unpunctuality, and are kept informed as to the progress of their sons and daughters. Here the Principal may be interviewed as to courses, or by students on any points about which they may wish advice. The Principal also attends to the filling of positions and considers it one of his most pleasant duties.

In the General Office the Principal's Secretary attends to the routine office work resulting from the general business of the College.



Typewriting Room No. 1

Millis Courses of Study

BUSINESS COURSE

Bookkeeping,	Business Law,	Correspondence,
Business Arithmetic,	Penmanship,	Practical English,
Rapid Calculation,	Spelling,	Typewriting (optional).

This course gives a general business education and knowledge of bookkeeping and business practice. It requires usually about six months to complete the course when the student has a fair English education. Some students graduate in less time, while others find it necessary to remain longer.

SHORTHAND COURSE

Shorthand,	Spelling,	Practical English,
Typewriting,	Correspondence,	Penmanship (optional).

This course prepares students for high grade stenographic work. No ambitious young person's education is complete without a knowledge of shorthand and typewriting. It requires usually six months, though some complete it in less time, while some take longer.

SPECIAL COMBINED COURSE

Bookkeeping (foundation principles with business practice),		
Shorthand,	Penmanship,	Spelling,
Typewriting,	Correspondence.	English,
Rapid Calculation,		

This popular course covers the regular Shorthand and Typewriting Course, and includes a practical course in Bookkeeping, covering the foundation upon which all office systems are based, together with a drill in Rapid Calculations. This course prepares

Courses of Study—Continued

the student to do the regular stenographic work of a business and to assist on the books, thus furnishing the all round equipment now more and more required by business establishments. The course usually requires about nine months to complete. We cannot supply the demand by business men for graduates of this course.

COMPLETE COMBINED COURSE

Bookkeeping,	Rapid Calculation,	Spelling,
Shorthand,	Business Law,	Correspondence,
Typewriting,	Penmanship,	Practical English,
	Business Arithmetic,	

This course includes all subjects complete as taught in both Business and Shorthand Courses, and gives the student a thorough preparation for commercial life, such as everyone should secure if possible. It requires usually twelve months for this course.

PREPARATORY COURSE

Arithmetic,	Penmanship,	Correspondence,
Spelling,	Practical English,	

This course is a great boon to persons of limited education. It enables them to acquire a good educational foundation. The instruction being entirely individual, there are no class comparisons nor embarrassments, and the student progresses according to his ability to master the subjects.

OPTIONAL STUDIES

Students are admitted for the study of any subject or subjects taught in the College, and those pursuing any regular course may add any other subjects without extra charge.

Business Course

The Willis Business Course is complete and comprehensive. It includes the branches necessary to a thorough preparation for successful business career.

We provide a thorough course in up-to-date accounting and the methods as used in the best business houses. By our method practical work is handled from the beginning of the course. Each student is supplied with a complete office practice outfit, and is taught to transact and record business, take care of orders and shipments, do banking, and handle the manifold details of office work incident to the business transacted.

In the beginning, the work is very easy, the simplest possible style of bookkeeping is used. Gradually new transactions, advanced features, labor-saving devices, and more extensive systems are introduced; so that, by the time the course is completed, the student has covered the entire foundation upon which all systems of bookkeeping are based, as well as receiving an extensive drill in general office work and business practice.

The bookkeeping records are made from business papers and documents received and issued in connection with the business transactions represented. The incoming papers are neatly



Typewriting Room No. 2

Business Course—Continued

printed, and are exact counterparts of those used in actual business. The student makes out the outgoing papers—notes, drafts, cheques, bills, etc.—just as he would in a business office, doing his banking with the College Bank in the same manner as a business man does with a regular bank. When he reaches the advanced grade he becomes a member of the staff of the College Bank, receiving an excellent training in rapid, accurate work.

In the Model Business Office Work the student receives the equivalent of office practice and gives an experience of great benefit, enabling him to step right into a business office and to take the office duties, feeling perfectly at home in the work. This is a special feature of Willis's superiority.

In the teaching of penmanship most colleges provide but one instructor to handle this important subject for a large number of pupils. You can readily understand why so many students come from these schools with a handwriting little better than when they entered. They have been handicapped by not being able to secure enough INDIVIDUAL attention to help them acquire a neat, rapid, legible style. We provide FOUR capable teachers of writing. No wonder Willis students become splendid writers.



Showing Appliances used in our Students' Office Practice Drill

Business Course—Continued

is it? Said a prominent business man of this city: "Your graduates are the only ones that suit us. They have a practical knowledge of office work and write a splendid hand." His staff includes nine Willis graduates and ex-students. Do not say that you cannot learn to write a good hand until you have tried our course in this very important branch of business training.

Our work in commercial calculations, business letter-writing, laws of business, and the spelling of business terms, is equally efficient and practical.

Our plan of individual teaching ensures thorough and interested work. You can progress just as rapidly as you can master each step. You are not held back nor pushed ahead to accommodate a class. Should you lose some time on account of illness or other cause, upon returning you will take up the work in each subject where you left off. The result is practically the same as private instruction, and does away with all embarrassments that backward or sensitive students find so discouraging in some schools.

It is readily apparent that the Willis Business Course is a thorough one, a comprehensive one, and one that trains PRACTICAL accountants and office hands, not theoretical ones. It meets the requirements of business men, and is the most efficient course of preparation for business life offered today, as the evidence given on subsequent pages of this catalogue undoubtedly proves.



General Office of the College

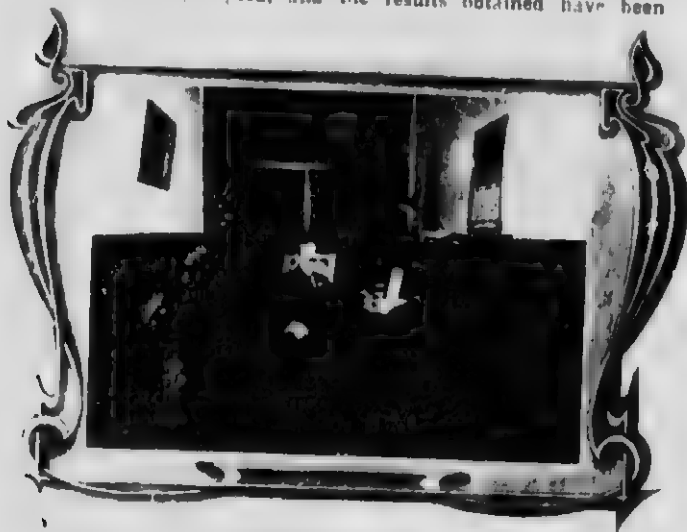
Shorthand Course

The Willis Course of study and methods of training in stenographic work are most interesting, practical and effective. Every day's work is mapped out by competent instructors of long and successful experience. Every minute is utilized to the student's greatest advantage, and many days of arduous labor saved by good leadership throughout the course.

We teach the famous Gregg system of Shorthand. We also teach the Pitman system to any who may have commenced it elsewhere and who desire to complete it under our expert teachers and secure the benefit of our splendid course in office work.

Experience has taught us the wisdom of being very thorough in grounding students in the fundamental principles. Willis students are solid on the principles of the system when they reach dictation work that they develop speed of execution very rapidly. They are able to do accurate work and do it quickly.

We teach the "Touch" method of Typewriting; that is, the method of operating without looking at the keyboard. Original methods of instruction are used, which combine technical knowledge with high speed, and the results obtained have been



Principal's Private Office

Shorthand Course—Continued

exceptional. Business men are now calling for very rapid operators, and Willis College is meeting the demand.

In the senior grade, students receive a thorough drill in general office work. Business letters of every description, legal forms, specifications, court proceedings and business documents of all kinds are dictated to the students, who take them down in shorthand and transcribe them on the typewriter. In the Model Business Office Work our students get the equivalent of actual office practice, becoming familiar with correspondence filing, duplicating, card indexing and other duties incident to stenographic work, thereby enabling them to hold high grade positions and compete with experienced stenographers. Willis graduates do not have to "serve time" in cheap positions to "get experience."

To give our students a complete equipment for the work, we give them a thorough course in business letter-writing, practical English, spelling and penmanship, in addition to shorthand and typewriting. Willis graduates are thoroughly equipped for the best positions. Business men have not been slow to recognize it, with the result that the demand for our graduates has kept steadily increasing.

We take pleasure in endorsing your Commercial School, seeing that we have been more or less in touch with same for the last fourteen years. We may state that we have found it necessary on several occasions to apply to you for office help, and in one instance secured our present bookkeeper and stenographer, who has been with us now for nearly six years. We think this alone speaks well for the "Willis" methods. Wishing you success in your future efforts, we are,

Yours truly,

A. J. STEPHENS & SON.

My experience with the graduates of your College has been most satisfactory, and it is a maxim with our office here that Willis graduates can always be relied upon for excellent work. I think I am not saying too much when I say that your graduates have given me the very highest satisfaction.

AMOS ROGERS, M.D., Manager,
Fruitatives, Limited

We take great pleasure in stating that Miss Louise Usher is giving every satisfaction, and we look upon her as one of our best lady employees. We will be pleased, we can assure you, to hereafter apply to you when in want of junior employees, and to accept your recommendation with them.

H. N. BATE & SONS, Limited.

During the past ten years I have placed in good positions many graduates of your College. I have always found them well qualified in shorthand and typewriting, and with a good idea of business methods. The instruction afforded your pupils would appear from results to be of a high standard, and I can assure you that, as in the past, I will take pleasure in assisting your graduates to good positions either in this city, Montreal, or Toronto.

E. R. McNEILL, Dealer,
Smith-Premier Typewriters.

Special Combined Course

There is a constantly increasing demand for stenographers having a sufficient knowledge of bookkeeping to handle a simple set of books or to assist a regular bookkeeper, and we are giving a special course in bookkeeping, covering the fundamental principles, in connection with the complete Shorthand Course, in order to meet this demand. The bookkeeping taught covers the foundation of all systems of accounts and gives a splendid drill in business practice and rapid calculations, while the course in Shorthand, Typewriting, Spelling, Penmanship and Correspondence is the same as in the regular Shorthand Course. This makes an excellent equipment for young men and young women, and is a very popular course. Our system of grading makes it possible to arrange the daily time table so that this course can be handled in a thoroughly satisfactory manner and the very best results obtained. It makes more intelligent stenographers as well as qualifying them for more rapid advancement and better pay than would otherwise be possible. From our knowledge of the requirements of business men and the advantages to young people in having an all-round business education, we advise everyone who can do so to take either this course or the Complete Combined Course.

Replying to yours of March 13th with regard to students of the Willis Business College who have been in our employ, we would say that they have always given us perfect satisfaction and we have never had any fault to find with any of your graduates. Trusting that this letter will be of some material service to you, we beg to remain,

Yours sincerely,

KETCHUM & CO., Limited.

We find an ever increasing demand for competent stenographers and typewriter operators, which we have been unable so far to supply. If you have any thoroughly competent graduates, especially young men, we can place them for you at once. We have already placed several of your operators from time to time and have found them invariably satisfactory to their employers. Trusting you may be able to send us some young men at an early date, we remain,

Yours respectfully,

REMINGTON TYPEWRITER CO., Limited.

J. P. Tichenor, Manager,
Montreal, Que.

The demand in Ottawa for competent stenographers is growing at a very rapid rate, and we find ourselves unable to meet this demand with a sufficient number of capable operators. We would suggest that you send to our office as many of your stenographers as you can recommend as being fitted for positions. We are particularly in need of young men stenographers.

REMINGTON TYPEWRITER CO., Limited,

W. S. Wood, Manager,
Ottawa

Complete Combined Course

This course comprises the work of both Business and Shorthand Courses complete. It is the course that every young man and young woman should endeavour to take if possible, as it gives the complete business education that enables the student to make the most of his opportunities in business, thus achieving the highest possible degree of success. Students taking this course devote their attention to the business course first and then concentrate on the Shorthand Course.

Willis Night School

For the benefit of those who are unable to enjoy the opportunity of taking up a course of study during the day, we conduct a Night School during the fall, winter and spring months.

The evening sessions are held on Monday, Wednesday and Friday evenings from 7.30 to 9.30. The same teachers conduct the evening work, the same methods are employed, and all the advantages of the day course are afforded. The subjects taught are Shorthand, Typewriting, Bookkeeping, Arithmetic, Penmanship, Correspondence and Spelling. The individual method of teaching is employed, so that a student may begin on any school night and will receive the equivalent of private instruction at a very small cost.

We have in our office four graduates from your College, and we have much pleasure in saying that their work has proven satisfactory.

NATIONAL MANUFACTURING CO., Limited.

It gives us much pleasure to advise you that the stenographers we have had from your School have proved very satisfactory indeed.

CROWN LITHOGRAPHING CO., Limited

I have no hesitation whatever in saying that we have in our employ several clerks and stenographers who graduated from your College, and have found them thoroughly grounded and possessed of practical business knowledge. This enables them to become useful members of our staff.

JOHN EMO, Manager,

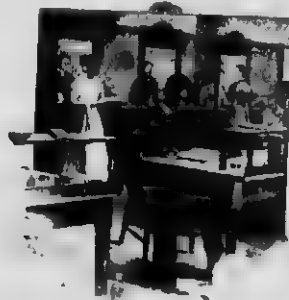
Canadian Railway Accident Insurance Co

System in the School

In every large business now, a carefully worked out system prevails, and much of the success of the business depends upon the efficiency and completeness of that system. Every employee is thoroughly drilled in "system." He knows his duties for each hour of the day, and performs them with accuracy and despatch.

The Willis College being a large school, we are enabled to thoroughly illustrate the principles of up-to-date "system" by putting them into actual practice.

The entire work of the College in its different departments is conducted according to the best principles of systematizing. You will appreciate this thoroughly when you come here. See the ease and despatch with which changes are made from one period to another, and in dismissing. Note the efficiency of the splendid method by which the teachers handle their work, classifying results, giving assistance just where and when needed, keeping the machinery of the schoolroom moving absolutely without friction and without the loss of time to any student. Everything about the College is systematically handled.



The College Room

There is an interest and enthusiasm in each room that you cannot help but feel—a something in the atmosphere that generates enthusiasm, that makes you feel that you are preparing to play a part, and perhaps an important part, in the affairs of business in the days to follow.

Is it any wonder that the Willis College, conducted as it is, according to so efficient and perfect a system, is so great a success, and that its students feel at home when they enter a business establishment where they are required to conform to the regular "system" of an up-to-date and flourishing business?

Willis Graduates are in Demand

To be a graduate of Willis College is a guarantee of high standing, and business men have not been slow to discover this. Consequently, there is a steady and increasing demand for Willis-trained young people.

Willis graduates are everywhere. In Ottawa, of course, there are thousands. In Montreal there is quite a colony. Toronto contains a goodly number also, and the North West Provinces have received a large number who have made a big success. There is a great demand out there for Willis graduates. If you are contemplating going West, be sure to take a course in Willis College first.

Willis College makes a business of assisting students in finding employment as soon as they are competent, and has met with great success in this direction. It is a fact that Willis College trains and places in positions more young people than all other schools in this district combined. There is scarcely a business office in Ottawa that does not contain one or more Willis students, while in many of the larger offices employing a number of hands, the entire office force are Willis graduates and ex-pupils.

Furthermore, Willis College never ceases to be interested in its former students. When an ex-student wishes to change his position, or finds himself without a position at any time, it is only necessary to inform us to that effect in order to receive our hearty assistance in securing another position. There is no charge for this. We do it because we enjoy assisting our friends. It pays to be a Willis graduate.

Willis Graduates are in Demand—Continued

To give you an idea of the demand for Willis graduates, we give herewith the list of calls received during the week closed just prior to the writing of this article.

Fraser-Bryson Lumber Co., Ottawa, a stenographer

Riordon Paper Co., Hawkesbury, a stenographer.

Imperial Life Insurance Co., Ottawa, a stenographer.

C.P.R. Co., Union Station, Ottawa, a male stenographer.

Supt. C.P.R. Telegraphs, Montreal, a male stenographer

Brown L. Co., Tupper Lake, N.Y., a bookkeeper.

E. R. McNeill, Smith-Premier Typewriter Dealer, Ottawa,
two stenographers.

The Mortimer Co., Ottawa, three stenographers, one to
have a knowledge of bookkeeping.

James Davidson, Ottawa, a bookkeeper.

McCormick Manufacturing Co., Ottawa, a stenographer.

Garbutt Business College, Calgary, Alta., a commercial
teacher.

Publicity Bureau, Ottawa, a stenographer.

Y.M.C.A., Ottawa, a stenographer

Dewar & Bethune, Ottawa, a stenographer.

Canadian General Supply Co., Ottawa, a stenographer.

This shows a total of eighteen calls, and does not include some appointments made to the Dominion Civil Service during the same week. Of the fifteen stenographers asked for, we were able to supply only seven, leaving eight places which we were unable to fill because we had no more graduates available. From this showing it is evident that Willis College has a greater demand than supply. Again we say, "It pays to be a Willis graduate."

Willis Graduates in demand as Commercial Teachers

Probably no better evidence can be adduced to show the far-famed reputation of Willis College for its superior courses than the strong demand for its graduates to teach in other colleges throughout Canada and the United States. To be favored with such a demand for teachers, it is quite evident that Willis College stands in a class by itself. Here are the names of some of the Colleges that have asked for Willis-trained teachers:

Galt Business College, Galt, Ont.
Berlin Business College, Berlin, Ont.
Sarnia Business College, Sarnia, Ont.
Woodstock Business College, Woodstock, Ont.
Oshawa Business College, Oshawa, O.
Mount Forest Business College, Mount Forest, Ont.
Tillsonburg Business College, Tillsonburg, Ont.
Remington Business College, Toronto, Ont.
International Business College, Montreal, Que.
Bugbee College, Stanstead, Que.
Rigaud College, Rigaud, Que.
Empire Business College, Truro, N.S.
Union Commercial College, Charlottetown, P.E.I.
Winnipeg Business College, Winnipeg, Man.
Grand Trunk Business College, Edmonton, Alta.
Garbutt Business College, Calgary, Alta.
James Bay Academy, Victoria, B.C.
Portland Business College, Portland, Me.
Dover Business College, Dover, N.H.
Nashua Business College, Nashua, N.H.
Brockton Business University, Brockton, Mass.
Cambridge Commercial College, Cambridge, Mass.

Illia Graduates, etc.—Continued

Brown's Business College, Bridgeport, Conn.
Huntsinger Business School, Hartford, Conn.
Westerly Business College, Westerly, R.I.
Utica School of Commerce, Utica, N.Y.
Clark Business College, Philadelphia, Pa.
Regan Business College, Philadelphia, Pa.
The Owens School, Pottsville, Pa.
Easton School of Business, Easton, Pa.
Douglas Business College, McKeesport, Pa.
Drake Business College, Passaic, N.J.
Egan School of Business, Hoboken, N.J.
New Brunswick Business College, New Brunswick, N.J.
Elliott Commercial School, Charleston, W. Va.
Kennedy's Business School, Macomb, Ga.
Nashville Business College, Nashville, Tenn.
Columbus Business College, Columbus, Ohio.
Watters' Business College, Cincinnati, Ohio.
Actual Business University, Fremont, Ohio.
Ferguson Business College, Marquette, Mich.
Detroit Commercial College, Detroit, Mich.
Miles College, Detroit, Mich.
Inter-State Business University, Cadillac, Mich.
Ellis Business College, Elgin, Ill.
International Business College, Fort Wayne, Ind.
Rasmussen Practical Business School, St. Paul, Minn.
Globe Business College, St. Paul, Minn.
Helena Business College, Helena, Mont.
Joplin Business College, Joplin, Mo.
Heald's Business College, Reno, Nevada.

Do you know of another college anywhere with so favorable a reputation? Evidently a college that has this excellent standing amongst the business college fraternity of America is the best one for you to attend. It can prepare you for the greatest success possible.

Applications for Commercial Teachers.

That you may see the nature of these applications for Willis-trained teachers, we quote herewith some of the letters received:

Detroit Commercial College,
Detroit, Mich.

We want, at once, a male teacher of Gregg shorthand for our shorthand department. Have you anyone that you can recommend? If you have, wire us collect, and oblige us respectfully,

DETROIT COMMERCIAL COLLEGE,
WINIFRED RASMUSSEN, Principal.

Rasmussen Practical Business School,
St. Paul, Minn.

If you have a young man you can recommend as a student teacher of the commercial branches, please let party apply to us at once, as we are in need of such help immediately. Please be prompt.

Yours truly,

WALTER RASMUSSEN,
Principal.

Garbutt Business College,
Calgary, Alta.

I would like to secure a good teacher for our commercial department one who is ambitious and whom we can advance. Kindly let me know if you have any bright young fellow with you who has had a previous public or high school teaching experience and who desires to come West. If the young man has a knowledge of shorthand and typewriting that will be so much the better. Trusting that you are having a very successful school year, I am,

Sincerely yours,

F. G. GARBUTT,
Principal.

Union Commercial College,
Charlottetown P. E. Island.

We may require the services of a young man to take charge of our Commercial department for the coming term. Do you know of a person who could fill the bill? If you can furnish us with the name of a suitable person we will appreciate it very much.

Yours truly,

WM. MURKIN,
Principal.
Toronto, Canada.

Can you put us in touch with a young man to teach bookkeeping and the commercial subjects? If so, we should be glad to have you inform such a young man to write to us with detailed information as to his ability, experience, personality, salary desired, etc.

We hope that you can refer us to a desirable person, and thank you in advance for your attention to this request.

Yours very truly,

REMINGTON BUSINESS COLLEGE.

Could you ask any stronger proof of the high standing of Willis College? A College whose reputation for excellent work extends from coast to coast is a pretty safe one to entrust with your business training, is it not?



M. J. T.



D. C. V. H. A. C.



C. M. W. H. C. H. M. C.



A. C. V.



A. C. V.



C. H. C. W.



M. A. D. N. C. C. A. C. A. C.



E. C. C. C. C. C. C. C.



M. L. A. M. C. C. C. C. C. C.

Some Questions Answered

To furnish you with as full information as possible regarding the College, we give herewith answers to most of the questions that attending students usually ask. If there are any others you wish to ask, do not hesitate to write us regarding them.

WHAT SUBJECTS DO YOU TEACH

A list of subjects taught in the different courses will be found on page 14 and 15.

HOW LONG DOES IT TAKE TO COMPLETE A COURSE

The majority of students require six months to complete the Business or the Shorthand Course, nine months for the Special Combined Course and twelve months for the Complete Combined Course, though many who have a good English education complete in less than the time mentioned while some take longer. Everything depends upon the ability and application of the student.

WHAT WILL TUITION, BOOKS AND BOARD COST?

Rates will be found on a separate page inserted in this Catalogue. As a Catalogue is usually kept for some time, and as our rates are subject to change at the beginning of any school year, it is not thought well to include them in the permanent section of the Catalogue.

"WHEN MAY I ENTER?"

As soon as it suits your convenience, but the sooner you start the sooner you will be through. Our individual method of instruction enables you to enter at any time and to commence the course at any point adapted to your present education. Your term will date from the day of entrance.

"WHAT EDUCATION MUST I HAVE IN ORDER TO TAKE A COURSE?"

An ordinary grounding in the elements of a common education. Of course, the better your education, the quicker you should be able to cover the ground, if your application to work be earnest and faithful.

"IF MY EDUCATION BE VERY LIMITED, CAN I BE ADMITTED AND PURSUE MY COURSE SUCCESSFULLY?"

Yes, you will be given a training in the branches you require. We undertake to furnish you every instruction necessary to complete your education. Every winter we receive a number of students of mature age, who come to get the educational training they failed to get in their youth and they get it in the most satisfactory manner, being taught individually.

"MAY I SELECT MY OWN SUBJECTS?"

Yes, you may arrange to take any subjects you choose. Some commercial students learn to operate the typewriter, because in many offices a bookkeeper or assistant bookkeeper has to know how to make out invoices on the machine. Sometimes shorthand students wish to take up arithmetic or bookkeeping, and may do so. In no case is there any difference in the tuition. All may be taken for the same price; but it should be clearly understood that the more subjects taken, the longer will be the time to complete.



M. I. RAIN
D. I. L. S.
C. O. A.

J. C. G. G. G.
D. I. L. S.
C. O. A.

M. A. I. R. G. R.
S. I. L. S.
C. O. A.

Some Questions Answered Continued

"WILL YOU GUARANTEE ME A POSITION WHEN I TAKE A DIPLOMA?"

While we do not guarantee positions in advance, as a matter of fact we can secure positions for all graduates who prove worthy. It must be distinctly understood that the tuition fee paid by the student covers instruction only. Naturally we wish to assist our students, but we are perfectly free to refuse to place any student who should prove himself unworthy from a personal standpoint. As shown in this Catalogue, business men apply to us for their office help, having found by experience that we can be relied upon to furnish only thoroughly competent and reliable persons. If you complete a course satisfactorily, and prove yourself worthy of our recommendation, there will be a place for you.

"WHAT ARE THE HOURS OF STUDY?"

The regular hours for day sessions are 9 a.m. to 12, and from 1:30 p.m. to 4, every week day except Saturday and legal holidays. Evening sessions are held from 7:30 to 9:30 on Monday, Wednesday and Friday evenings, from September to May.

"DO YOU AWARD DIPLOMAS?"

All who complete either the Business Course or the Shorthand Course and pass the final examinations are awarded the College Diploma for the course completed, and this Diploma, like everything else that the College puts out, is as fine as can be had.

"ARE VISITORS WELCOME?"

Visitors and prospective students are cordially invited to visit the College and inspect our splendid facilities for doing high grade work. The Principal will be glad to show those interested through our fine rooms and explain our method.

"CAN YOU SECURE ME A BOARDING HOUSE?"

We can refer students to good boarding places within easy walking distance of the College. Some rent rooms and take their meals at near-by restaurants, though most of our students prefer to secure both board and room in the one house.

"WHAT ADVANTAGE IS THERE IN ATTENDING A LARGE SCHOOL?"

A large, well-disciplined and thoroughly supervised school affords the best means of education. In a large, well-established school the best teachers are employed, because such a school can afford to pay the best salaries. The best methods also are used and the best results are obtained.

The Willis College is divided into properly graded divisions, each provided with teachers who are specialists. This plan avoids entirely the imperfect classification of pupils found in small schools, and the unsatisfactory results that must of necessity follow where there is absence of system. It secures to every one of our students the most careful personal attention.



Miss Mary
[illegible]



Mr. [illegible]
[illegible]



Miss [illegible]
[illegible]



Mr. [illegible]
[illegible]



Miss [illegible]
[illegible]



Mr. [illegible]
[illegible]



Miss Mary
[illegible]



Mr. [illegible]
[illegible]



Miss [illegible]
[illegible]

Some Questions Answered *Continued*

"IS A KNOWLEDGE OF SHORTHAND OF VALUE TO A YOUNG MAN?"

We strongly urge young men to acquire a knowledge of shorthand and typewriting in addition to other qualifications. There is a constant scarcity of young men stenographers. In many commercial houses, railroad offices and banks, young men stenographers are preferred. Young men who take these branches, and are otherwise qualified, a business course makes the best foundation. are assured of employment, upon completion of the course, at very good salaries, with special opportunities for advancement.

"IS A BUSINESS COLLEGE COURSE USEFUL TO ONE WHO INTENDS TO REMAIN ON THE FARM?"

A business education will save probably as many dollars for the farmer as it does for the merchant. Certainly it is that the future will demand greater intelligence on the farm as well as in other occupation, and he who brings to his work system and trained business knowledge, will have no difficulty in holding his own in life's great competition.

A farmer should be able to keep accurate and systematic account with all the products of the farm, and should be able to compose and write good business letters. He should be able to make notes, cheques, drafts and business documents of various kinds. He should be able to compute interest accurately and know something about the law governing business transactions. Any young man who avails himself of a course of business training in Willis College will return to the farm to put into practical use knowledge which will bring in return many times its cost.

"DO YOU REQUIRE HOME STUDY?"

A certain amount of home work is required. Unless this is done the best results cannot be obtained.

"WHAT IS THE NATURE OF YOUR DISCIPLINE?"

Our discipline is kind, yet firm and effective. Courteous and dignified behaviour, as well as prompt and cheerful obedience, is expected of everyone. Irregularity in attendance is not permitted. Students must be prompt and punctual if they wish to enjoy the privileges of this College. To win success in business, students must be trained in business-like habits.

"NOT BEING ABLE TO PURSUE A COMPLETE COURSE, WILL A SHORT COURSE BE OF ANY SERVICE TO ME?"

Our instruction being practical, every day's attendance adds to your practical, useful education. Every year we enroll a number of students who can attend but two, three and four months, and they leave us prepared to put what they have learned into practical use. In many cases they return at a later date to complete the course.

"WHAT SHALL I DO ON ARRIVING IN THE CITY?"

Come direct to the College, leaving your baggage at the station and retaining your baggage check, unless you have a boarding place secured in advance. We will assist you in selecting a suitable place to board, and then your baggage may be delivered by a transfer company.



M



A. J. L.



A. J. L.



A. J. L.



A. J. L.



A. J. L.



M. M. A. L.



M. M. A. L.



M. M. A. L.

Through the Door to Success

It is a great pleasure to us to look out over the commercial field and see the practical results of a course here, as reflected in the successes made by the worthy young men and women in whose hearts the history of Willis College is written.

In this Catalogue we are pleased to show you the photos of a few of the host of bright, intelligent young men and women who have made Willis College their door to success. We also give a few testimonials to show the high regard in which the College is held by graduates.

A SURE GUIDE TO SUCCESS

I would like to add my "mite" of praise to the already large treasury which the Willis College has heaped up for itself.

From my own experience I know that the name "Willis" signifies perfection in so far as anything can be perfect.

Any young man or woman whose aim in life is to succeed, will find the Willis College with its competent teachers and up-to-date methods the sure guide on the road to success.

The teachers take a personal interest in each pupil, and the Principals have made a life study of how to make the Willis students a credit to the best business college in Canada.

Wishing the W. B. C. every success and prosperity for the coming year, I remain

Yours sincerely,

ALICE GREENFIELD.

Stenographer, Head Office of the B.
of Ottawa

HOLDS HIGH OPINION OF WILLIS METHODS

It is with much pleasure that I testify to the merits of the W. B. C. Business College. While taking a course of Shorthand with you I was greatly pleased with the thoroughness of your method and the manner of presentation. It is my opinion that the famous Grege system could not be presented in a more lucid manner than is done in the W. B. C. Then while taking your course in expert Accounting, I was impressed with the knowledge of bookkeeping possessed by you in all its various branches of forms and methods.

The Bookkeeping system of your College is practical, and teaches the principles of accounting at the same time that it teaches Business Methods and the uses of Commercial Papers. The use of many special columns in the books, and the new treatment of Merchandise Account are most helpful to the better understanding of the theory and practice of Accounting.

As a former teacher on your staff I can speak most highly of your unfailing courtesy, kindness, and justice manifested toward both pupils and teachers.

Wishing the Willis Business College continued success and prosperity, I remain,

Sincerely yours,

N. I. HARRISON,

Accountant and Auditor,
Cranbrook, B. C.



M. R. ...
D. ...



M. ...
M. ...



A. ...
C. ...



C. ...
M. ...



A. ...
D. ...



W. R. ...
Superintendent
...



M. ...
D. ...



A. ...
P. ...



Mrs. ...
Superintendent
...

CONSIDERS OUR COURSE JUST WHAT IS REQUIRED.

Answering your letter, I am glad to hear that you have a larger attendance than ever this term.

I am getting along well and like my position very much. The work that I took up in your College is just what is required for a good business education. I have no difficulty whatever in handling the work here, using the loose-leaf system. The books were away behind, but I have caught up now. I had to work pretty hard at first, but one has to work hard to make a success of anything.

Thanking you for securing this position for me, and with kind regards I remain,

Yours respectfully,

D. A. PHAIR,

Bookkeeper, Hudson Bay Company
Nainigon, Ont.

WE GAVE HIM A CHOICE OF THREE POSITIONS

As an ex-student I have much pleasure in endorsing the many testimonials from former students regarding the high grade of work done at Willis College.

During my experience I have had the gratification of knowing that my work has been satisfactory, which is the result of the thorough systematic business training received at the W. H. C. I was greatly pleased with the interest manifested by you in the welfare of each student in the school room, where you are so ably assisted by a competent staff and also with the interest you displayed in securing desirable lodgings, etc.

A splendid testimony to your institution is the demand for our graduates, as shown in the fact that on the Saturday before my examination week you placed three applications before me from which to choose a position.

Being a graduate from both departments and having a splendid opportunity to test the value of so complete an educational equipment, I would strongly advise all young men to take both business and shorthand courses, as this is of great value in securing promotion.

Wishing the College every success, I remain

I. W. PERCIVAL

Red Deer, Alta.

SUCCESSFUL IN GETTING POSITIONS FOR GRADUATES

To Whom it may Concern

I wish to state that I have taken the shorthand course in the Willis Business College, and I cannot say enough for it. It is everything that a college should be. The teachers are all that could be desired, not only having the knowledge themselves, but also having the ability to impart it to others in the shortest possible time. Everything is well taught in the most thorough and systematic, as well as the most practical manner. Nor does the interest in the students' welfare cease with graduation. The Principal busies himself in placing his graduates in positions, and in this, too, he is successful. The writer is only one of the large number who hold positions secured for them by Mr. Willis.

Miss S. A. HARRISON

Stenographer,
Regina, Sask.



Mr. W. A. L. L.



Mrs. J. M. L. L.



Mrs. J. M. L. L.



Mrs. J. M. L. L.



Mrs. J. M. L. L.



Mrs. J. M. L. L.



Mrs. J. M. L. L.



Mrs. J. M. L. L.



Mrs. J. M. L. L.

HAS BEEN PLEASED TO SEND OTHERS

I deem it a pleasure to speak in the highest term of your College because it has fitted me for the responsible position I hold and which you secured for me.

The training in shorthand office work that I received in the College was so thorough and very practical that I was able to take the position of senior stenographer in this office and discharge the duties, in what I have been given to understand has been a satisfactory manner.

I would certainly advise all young people desirous of getting a solid business course to join the Willis College at the earliest opportunity. I have had the pleasure of directing quite a number to you since taking my course.

Wishing you and your College continued success, I remain,
Respectfully yours,

JOSIE E. DEITZ,
Stenographer, Library Bureau of Canada, Ltd.,
Ottawa

A VALUABLE INSTITUTE TO AMBITIOUS ONES.

Being a graduate of your College, it affords me great pleasure to say a few words of recommendation for the work done there.

I consider any young man or woman, desirous of rising in the business world, highly privileged in having an institution of such high standing at their disposal.

Thanking you for the position your influence obtained for me, and wishing the W. B. C. the continued success it deserves, I am,

Very truly yours,

FLORENCE McVITT,
Stenographer, Fraser Bryson Lumber Co.,
Ottawa

PROPERLY CALLED "THE PREMIER" SCHOOL

I consider your course of teaching practical and thorough and a great benefit to anyone desirous of engaging in either Commercial or Shorthand pursuits.

You have a very efficient staff of teachers and altogether I think the Willis College can very properly be called "The Premier" Commercial School of Canada.

Very truly yours,

EDITH M. WRIGHT,
Stenographer, Muskoka Wood Mfg. Co.
Huntsville, Ont.

SETS UP HIGH STANDARD OF BUSINESS IDEALS

As an ex-student it gives me pleasure to express my satisfaction with the result of a six months' course in your school.

The efficiency of the teaching staff and the personal interest shown in, and following the student even after graduation, together with the high principles upheld, are features which contribute to the deserved success of the College, not only as an educational institution but also as a force for setting up a high standard of ideals in business life.

With best wishes, I am

Yours sincerely,

Miss M. F. DOBIER,
Stenographer, Printers' Board of Trade,
Ottawa.



Mrs. J. C. ...
...

Mrs. J. C. ...
...

Mrs. J. C. ...
...

EXCELLENT METHODS AND SUPERIOR INSTRUCTION

It is a pleasure to thank you for the position which you secured for me with the Canadian Mercantile Agency.

I like my work very much and am getting on well.

I am pleased to learn that the College is increasing so rapidly, which is due to your excellent methods and superior instruction.

Wishing you continued success, I remain,

Yours truly,

Miss E. FARRELL

Stenographer, Canadian Mercantile Agency

Ottawa

VALUES PERSONAL ATTENTION RECEIVED

It is with pleasure that I can testify to the high standard of your institution and especially to the personal attention which you gave me.

I must also acknowledge that it is through these efforts that I have been successful in holding my present position as bookkeeper for Messrs. Wright & Co., Incorporated, of this city for the past three years, and which you secured for me.

Wishing you continued success, I beg to remain

Yours very truly

E. DESJARDIN

SHORTHAND COURSE PROVES A STEPPING-STONE

The course I took in your College has proved very beneficial to me. I had about three years' actual stenography work, before being promoted to my present position, and have always found my shorthand training in your College a valuable one, and recommend the same course to others.

Yours very truly,

W. G. CONNOLLY,

Asst. Gen. Pass. Agt., G. I. R.

Vancouver B.C.

FORMER SCHOOL TEACHER VALUES COURSE

With regard to the value of the courses in your College, they have been of great value to me, and I am glad that the opportunity came for me to attend the Willis Business College.

Yours truly,

G. MAUD SHAVER,

Stenographer and Bookkeeper

Fruitatives, Ltd., Ottawa

SPLendid TRAINING FOR BUSINESS

Kindly allow me to say a few words in favor of your College for use in your new catalogue.

I cannot speak too highly of the splendid training I received while attending your College which qualified me for the position I now hold, and which you secured for me.

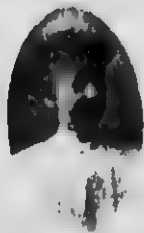
I wish the College every success, and strongly advise any one desiring a Business Course to attend this school.

Yours very truly,

F. W. HILL,

Assistant Bookkeeper,

Ketchum & Co., Ottawa



Mr. C. M. de la
Head, Telegraph
G. I. R. Freight Club
Dept. M. C. R.

Mr. F. McPerry
Stenographer
W. M. de la C. R.

Mr. D. A. C.
Journalist
W. M. de la C. R.

NO SUPERIOR ANYWHERE

It affords me great pleasure to say a word in behalf of your School. I cannot speak too highly of your Commercial and Stenographic courses.

I am sure every young man would attend your School if he knew what valuable results can be obtained. Any person who desires a practical business education can find no superior anywhere.

Wishing the W. H. C. continued success, I remain,

Yours very truly,

G. M. MILLAN

City Representative, P. M. Gregor, Office Specialists
Ottawa

FULLY DESERVES ITS WIDE REPUTATION

When I graduated from your College two years ago I started in business for myself, and it is a great pleasure to me to be able to say that the training I received from you has been indispensable to me, and has probably laid the foundation for my future success.

I have, since I left College, met several of my fellow students who are now in good positions, and they all share my opinion of your College as being an up-to-date and well-managed institution where any person who takes an interest in his own welfare will be rewarded with thorough business knowledge and a practical look on life.

With a competent staff of teachers, practical methods of training, and modern equipments in every way, I believe it fully deserves the wide reputation it enjoys throughout the Dominion.

May I thank you for the valuable advice given me before and after I completed my course, and wish your School continued success.

Yours very respectfully,

S. R. LOCKEHEG

of Lockeberg, Iverson & Co., Ottawa

BEST FOR A THOROUGH TRAINING

As a graduate of your School, I should like to say a few words as to the value of a course at Willis College.

I do not believe that there is any other school on the continent that can successfully compete with the Willis in giving a good, thorough business training for young men and women. Its class rooms are thoroughly equipped for the work carried on in them, its teachers are competent, and the splendid success of the vast number of its graduates is ample proof of the efficiency of the courses taught.

Wishing continued success to the Willis, I remain,

Very truly yours,

Miss R. M. COURIMAN,

Stenographer, C.P.R., Montreal

EXTENDS THANKS FOR BENEFITS OF COURSE

I wish to express my sincere thanks for your kindness in obtaining a position for me, and also for the benefits I received while attending your College.

I am pleased to hear that you have a larger attendance than ever this year, and hope that your College will continue to meet with success.

Wishing you continued prosperity, I remain,

Respectfully yours,

Miss M. F. ROGERS,

Stenographer, Canadian Mercantile Agency,
Ottawa



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Summary of Advantages

The matter of selecting a school in which to train for business success is a most important one. It costs very little, if any more to secure the best instruction available, and the best cannot be too good for you. You are desirous of making the most of your talents, and the more efficient you can become, the greater the measure of your ultimate success.

It has been the aim in this catalogue to give you **FACTS** regarding the Willis College, and to **SHOW** you what a high order of merit has been reached in business instruction here. We have not been content to make mere general claims, which carry little weight with intelligent people, but we have given you **EVIDENCE** from which you may judge the merits of the College.

We submit, herewith, a re-statement of the strong points of this College, and believe that a careful consideration of these will result in a decision to avail yourself of the opportunity of securing a training for practical life within the walls of Canada's Premier College.

(1). Location in the Premier City of Canada—a commercial city of large and growing proportions, and the political centre of Canada.

(2). A magnificent school building in the heart of the business district, containing all modern improvements, including an electric elevator, and every convenience for satisfactory school work.

(3). A suite of college rooms admitted to be the finest to be found anywhere, of which there is a sufficient number to properly grade our work.

(4). A modern equipment of high class facilities, complete in every respect, not surpassed and probably not equalled in any other college anywhere.

(5). A business course providing a thorough training in actual office practice and covering a range of expert work not touched upon in many business colleges.

(6). A shorthand course which guarantees thorough efficiency and gives a practical training in office work.

7). A teaching staff of experienced, talented specialists, and a sufficient number of them to give careful, individual instruction that ensures the most rapid progress possible. Four are first-class penmen; four hold shorthand honor certificates and two of these are medallists; three are expert accountants and teachers of bookkeeping.

8). Strict discipline and thorough business systems prevail throughout the College.

9). A reputation for thoroughness which has extended so widely that business colleges from distant points in Canada and the United States apply to us for commercial teachers.

10). A strong demand for Willis graduates by the employing public, which enables us to start our graduates in business life. Willis graduates are everywhere always our best advertisement. In many Ottawa offices the entire force of employees claim the W. B. C. as their Alma Mater.

Taking into consideration these strong points of advantage, is it any wonder that Willis College produces superior results, and has a very large annual enrolment and a splendid reputation?

ATTEND THE BEST. "It pays to be a Willis graduate."

